

## STATEMENT OF WORK

**Requester:** 61 CELS/CLCD, Jason Billings ph.(310) 653-5500  
**CE Project Engineer:** 61 CELS/CLCC, Sean McNeil ph.(310) 653-5494  
**Project Title:** Demolish Bldg 417 (Fort MacArthur)  
**Project Number:** HHEK 051048  
**Work Order:** # 48799  
**Date:** 29 December 2008  
**Revision:** 0

### 1. SITUATION

Building 417 is located on Fort MacArthur in San Pedro California. The building was constructed in 1925 and is currently in poor condition. Building 417 is violating ATFP setback requirements and must be demolished. This project is a Construction Project.

### 2. DEFINITIONS

**61 CELS:** Los Angeles Air Force Base Civil and Logistics Squadron

**61 CONS:** Los Angeles Air Force Base Contracts Squadron

**Architect-Engineer (A-E):** The Architect-Engineer for the project.

**Beneficial Occupancy Date (BOD):** Date when the building in part or whole is complete and turned over by the Contractor to the Government.

**CE Inspector:** The onsite (or field) Government representative during the construction phase of the project.

**CE Project Engineer (PE):** The Government technical lead for the project.

**Contract Administrator (CA):** The Government contractual interface for the project.

**Contract Documents:** The drawings, specifications, and other supporting documentation developed during the Design Phase of the project to be used in the Construction Phase of the Project.

**Contracting Officer (CO):** The Government contracts representative with authority over the Contract.

**Contractor:** The entity entering into a contract agreement directly with Government to perform the work under this Statement of Work

**Issued for Construction (IFC):** The Contract Documents that are ready to be turned over to the

Contractor for execution of the Construction Phase of the project

**Notice to Proceed (NTP):** The written notification from the Contracting Officer directing the Contractor to proceed with project/phase of the work.

**Subcontractor:** A lower tier contractor entering into a contract agreement with a higher tier contractor

### 3. SCOPE OF WORK

**3.1. General Scope of the Project** to be performed includes but is not limited to the following:

**3.1.1.** The contractor will be required to demo the existing facility to include the concrete slab and any other building specific attachments. The building will be clear of all furniture and any other non-structure oriented items prior to construction start. The contractor will be provided with a lead and asbestos survey result and must abate and dispose of all identified building materials in accordance with all local, state and federal laws. The hazardous waste must be prepared on a manifest and signed by the base Hazardous Waste Manager prior to shipping offsite. The contractor will cap off all utilities associated with building 417 and install irrigation (80ft, 6 heads) shown in conceptual design attached. All plants shown in the attached pictures will be removed. After demolishing bldg 417 the construction site will route new irrigation and use clean fill to bring the site to grade as well as hydro seed grass to match the surrounding area.

**3.2. Detailed Scope of Work:** The Contractor is responsible for the construction of this project based on the Contract Documents as depicted in the Schedule of Contract Documents (Attachment 1).

#### 4. PROPOSAL PROCEDURE

- 4.1. Construction Project:** This project will be awarded as a Construction project. The Contractor's Proposal documents shall be submitted and received in accordance with 61 CONS requirements. The Contractor submitting a proposal on this project shall be required to submit a proposal that encompasses all construction related costs. These costs shall reflect all associated costs (i.e. overhead, profit, subcontractors, etc.) of the construction. This project shall comply with all federal, state, and local regulations and ordinances, including the appropriate Unified Facility Criteria (UFC) documents. Costs shall reflect compliance with these regulations.
- 4.2. Construction Cost Estimate:** The construction cost estimate shall be submitted utilizing the "Contractor Cost Estimate" form (Attachment 2) or prior approved equal. The construction cost estimates shall be presented in sufficient detail indicating costs for materials, labor (Los Angeles Prevailing Wage), and equipment required to construct this project. Cost Estimates should be provided in sections including but not limited to mobilization; demolition; site preparation; site excavation; construction; HVAC testing, air balancing, and commissioning; demobilization; final inspection; and closeout documentation, etc.

#### 5. GENERAL

- 5.1. Period of Performance:** The period of performance is 30 calendar days. This includes all phases of the project including Construction, and Close-out Phases including all required Government review time.
- 5.2. Project Schedule:** The Contractor shall provide, for approval, an AF Form 3064 or a prior approved alternative, progress schedule to the Contract Administrator within five (5) working days after NTP. Schedule shall be detailed enough to identify all submittals and phases of work including but not limited to design, site mobilization, demolition and excavation activities, construction, hardscape installation, landscaping finishes, clean-up, demobilization, training of service personnel, closeout documents, Operations and Maintenance Manuals and any and all other related activities.

- 5.3. Submittals:** Contractor shall submit all items listed in AF Form 66, Schedule of Submittals, (Attachment 3) for review and approval utilizing the AF Form 3000 as a cover sheet/transmittal.

**5.3.1. Text Documents:** All text document submittals shall be provided in both hardcopy and electronic formats as noted in AF Form 66. Hardcopies shall include a loose-leaf copy and all additional copies shall be bound volumes. Electronic text document files shall be submitted on CDs or DVDs in the native file format (MS Word, MS Excel, MS Project, etc.) and in a pdf version of the original.

**5.3.2. Drawing Documents:** All drawing document submittals shall be provided in both hardcopy and electronic formats as noted in AF Form 66. Hardcopies shall include one full-size set of bound drawings and all additional copies shall be half-size sets of bound drawings. Electronic files shall be submitted on CDs or DVDs and include the AutoCAD files as noted in Section 6.2 and a pdf version of each half-size drawing file..

- 5.4. Permits & Certificates:** The Contractor shall obtain and provide to the Government, prior to commencing work, all permits and certificates as required by Federal, State, and/or Local Government agencies

- 5.5. Conferences / Meetings:** Coordination conferences / meetings will be held from time to time as required. The Contractor may request such conference when it is deemed necessary by both parties to clarify the work or expedite the preparation of plans and specifications.

**5.5.1.** The Contractor shall be responsible for making memorandums of record of any conversations and minutes of any meetings with Government personnel concerning this project and forward one copy of these memorandums/minutes to each party concerned and one copy to the Contract Administrator within five (5) working days of event. Each memorandum shall be numbered consecutively and chronologically, and signed by the Contractor's authorized representative.

**5.6. Code Compliance:** Unless otherwise stated all construction and related activities shall comply with the most stringent applicable federal, state, and local laws, codes, ordinances, and regulations to include, but not limited to, the Department of Defense Unified Facilities Criteria (UFC) 1-200-01 and applicable occupation health and safety standards. Code deficiencies shall be corrected at the expense of the Contractor by repair or replacement as directed and approved by the Contracting Officer (CO).

**5.7. Work Hours:**

**5.7.1. Normal Hours:** All work shall be accomplished in such a manner that minimum inconvenience shall be caused to the Government. All work shall be accomplished during normal duty hours of 0730 to 1600 hrs, excluding weekends and Federal holidays. The Contractor shall obtain written approval from the Contracting Officer for any changes to these hours.

**5.7.2. Change to Normal Hours:** The Government reserves the right to change hours of operation.

**5.7.3. Restricted Access:** During the course of the contract, certain areas may be restricted or closed to Contractor personnel. The Contractor shall comply with requirements for entry to include signing in or securing an entry badge and or wait for an escort.

**5.7.4. Military Exercises:** Occasionally, Government forces will conduct various disaster or contingency exercises. Should the Contractor be in an area subject to control, he shall immediately comply with the directions of Security Forces personnel. This may include stoppage of work and immediate departure from the area. The Government is not responsible for any costs associated with these exercises. The Contractor or his designated representative shall immediately inform the CE Inspector and await a clearance to return to the work area.

**5.8. Personnel:**

**5.8.1. Project Manager:** The Contractor shall provide a fully qualified Project Manager/Alternate Work Supervisor who shall be available and can be contacted between the hours of 7:00 a.m. to 4:30 p.m., Monday through Friday, except for legal federal holidays. The Contractor shall notify the Contract Administrator (CA) in writing at time of NTP of the names and contact information (i.e. office phone, work cell phone, email, etc) of the Project Manager and his designated representatives. The Project Manager and alternate(s) must be able to read, write, speak and understand English.

**5.8.2. Appearance:** All construction site Contractor employees shall present a neat appearance and shall wear a sleeved shirt and/or safety clothing with the company name to be easily recognized as a Contractor employee while on Los Angeles Air Force Base property. Reflective construction vest and personal protective equipment shall be worn by all field personnel and field visitors.

**5.8.3. Restriction of employees:** The Contracting Officer (CO) may restrict the employment under the contract of any Contractor employee, or prospective contract employee, who is identified as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population.

**5.8.4. Security:** All aspects of the work and personnel involved shall comply with Los Angeles Air Force Base security requirements, including unescorted access. Personnel shall have their own base pass available at all times while working on base. Contractor (this includes himself, employees, contractors, subcontractors, suppliers, etc.) shall be on site at all times when work on this project under their control is being preformed.

**5.8.5. Area Clearances/ID:** The Contractor shall provide the Contract Administrator a detailed list of all employees (both prime and sub) requiring access to restricted areas for unescorted access. This list shall

include the employee's full name (as it appears on their Driver's License/state valid picture identification), citizenship, date of birth, location of birth, social security number, driver's license number, current vehicle registration, and proof of vehicle insurance. These items shall be in their possession at all times to gain entry into the installation. Contractor shall be responsible for obtaining entrance for all workers, contractor, subcontractor, suppliers, etc. The Government and/or its representatives will not sponsor workers, subcontractors, suppliers, etc on to the base.

- 5.8.6. Photography:** No photographs of any type shall be taken at any time without the prior written authorization of the Government.

## **6. CONSTRUCTION PHASE**

- 6.1. Contractor:** The Contractor shall construct the project based on IFC Contract Documents. The Contractor shall have a valid Class B Contractor license with the State of California Licensing Board. All lower tier Subcontractors shall also have valid and appropriate contractor license with the State of California Contractors Licensing Board. The Contractor shall submit to the Contract Administrator (CA) proof of compliance for the Contractor and all Subcontractors for this item prior arrival on site.

- 6.1.1. Contractor Responsibility:** The Contractor shall be responsible for inspection and verification of all field conditions, inspect related work and adjacent areas prior to bidding and/or commencing work of said contract. All work to be coordinated with CE Inspector prior to the start of any activity. Contractor must report conditions preventing proper execution of work to the Contract Administrator (CA). Any condition(s) that would require deviation from this specification should be reported to the Contract Administrator (CA). The Contractor shall have supervisory staff on site at all times during the execution of work.

- 6.1.2. Contractor Means and Methods:** The Contractor shall be responsible for

construction means, sequences, and appropriate procedures in accordance with acceptable construction practices resulting in a final, complete and useable product.

**6.1.3. Commencement of work on site:**

The Contractor shall not commence with any portion of the construction services until the Project Schedule has been approved and contact has been made with the job CE Inspector through the Contract Administrator (CA), at least five (5) working days prior to onsite work

**6.1.4. Work Clearance Request:**

The Contractor shall request from the CE Inspector a Base Civil Engineering Work Clearance Request (AF Form 103) prior to starting any field work. The AF Form 103 will be initiated and completed by the CE Inspector. Additionally, at the request of the Contractor, notification requirements with local agencies, utility companies, dig alert and/or adjacent properties shall be coordinated with CE Inspector.

**6.1.5. Welding, Cutting and Brazing Permit:**

The Contractor shall request from the CE Inspector an USAF Welding, cutting and Brazing Permit (AD Form 592) prior to starting any work covered by the permit. The AF Form 592 will be initiated and completed by the CE inspector.

**6.1.6. Conditions of Work:**

All efforts shall be made to allow complete access of the work area to the Contractor(s) and subcontractor(s) and maintain the area free of traffic to personnel. Temporary facilities constructed by the Contractor to prevent interruption of normal work activity are subject to approval by Contracting Officer (CO). The Contractor is required to notify the CE Inspector of any drive blocking or street access restrictions at least five (5) working days prior to modifications.

**6.1.7. Interruption of Utility Services, Fire Alarm Systems, Fire Sprinkler, and Intrusion Detection Systems:**

Utility, communication services, and/or fire security systems are not to be interrupted under any circumstances to

make, or relocate connections for any other purpose without the approval of the base Fire Chief and the Contracting Officer (CO). Impairments requests must be made a minimum of fifteen (15) working days in advance and shall be properly coordinated so as to limit the time of disruption to affected occupants. Circumstances may require the interruption be performed after working hours or over a weekend period. Plans shall be submitted for relocation of any fire protection/detection equipment identifying present and proposed location.

**6.1.8. Unforeseen Environmental Issues:**

The Contractor is responsible to notify Government on urgent basis for any unforeseen conditions not previously described, especially environmentally unfriendly conditions so that Government can act upon immediately and minimize construction downtime.

**6.2. Construction Submittals:**

**6.2.1. Work Phasing Plan:** Contractor shall submit a preliminary work phasing plan which includes existing facility access, egress, and loading routes. This plan is intended to supplement the project schedule and shall provide the Contractor's preliminary means to maintain facility function throughout the construction period.

**6.2.2. Construction Material and Shop Drawing Submittals:** At the start of the Construction Phase, the Contractor shall submit a schedule/log listing all of the material and shop drawings that will be utilized in the construction of the project. The Contractor shall submit material data / samples and shop drawings for approval at enough time in advance to allow the Government the opportunity to review and concur before the Contractor commits to purchasing / fabricating the material.

**6.3. Environmental:**

**6.3.1. Environmental Compliance:** The Contractor shall comply, and ensure that all subcontractors comply with all applicable and latest federal, state, county, and local environmental laws

and regulations to include, but not limited to: general and specific permit conditions; Air Force Instructions (AFI), policies, guidelines, compliance documents, and management plans. The Contractor shall comply with applicable portions of the latest Environmental Construction Requirements Specification Section 01010 (Attachment 4). The submittals listed in this document are mandatory requirements for environmental management compliance.

**6.3.2. Asbestos/Lead Abatement:** Los Angeles Air Force Base will provide lead/asbestos survey results to Contractor, where necessary. This survey will be conducted under separate contract. Contractor shall comply with applicable portions of the latest Asbestos Abatement Specification Section 02085 (Attachment 5) and Lead-Based Paint Abatement Specification Section 02086 (Attachment 6) and will be monitored by the Environmental Section of 61 CELS for compliance.

**6.4. General**

**6.4.1. Site Security:** The Contractor shall be responsible to provide security for the project site. Means of access shall to be furnished to the CE Inspector.

**6.4.2. Fire Prevention:** All aspects of the work shall comply with fire regulations, which are available through the CE Inspector. If determined necessary by the base Fire Chief, Contractor shall provide fire watch & provide labor for covering and/or protection of all fire alarm devices as required.

**6.4.3. Safety:** The applicable Occupational Safety and Health Act (OSHA) standards are incorporated into this contract. The Contractor shall provide 5 working days prior to commencement of work on site a project specific Safety Plan. The Contractor shall provide temporary closures, covers, barricades, signs, and other resources required for the safety of building occupants, construction personnel, base personnel, and visitors. Upon request of the CE Inspector, all safety deficiencies shall be handled by the Contractor in a timely

fashion. The Site Safety Plan submitted by the Contractor shall address all of these items. The Government reserves the right to order an immediate stop work notification on a portion and/or the entire construction work site should this person determine that an unsafe work site condition exists.

**6.4.4. Sanitary Facilities:** The Contractor is responsible for providing adequate sanitation facilities for their employees. The Contractor shall provide an appropriate number of portable restroom facilities, wash stations, and trash receptacles for all employees on site. The Contractor is responsible for providing regularly scheduled maintenance, cleaning, and restocking of the facilities. The Contractor is to coordinate location of these facilities during the Pre-Construction meeting. If the Contractor is not allowed to use portable facilities, Contractor personnel may use the nearest sanitary facility. The location will be identified at the preconstruction meeting. The Contractor shall not use facilities in controlled or restricted areas in accordance with security regulations.

**6.4.5. Utilities:** All reasonable quantities of utilities will be made available to the Contractor without charge. Any temporary connections or lines that may be required shall be installed, maintained, and removed by the Contractor at his expense but must be approved prior to work by the Contracting Officer (CO).

**6.4.6. Water Usage:**

**6.4.6.1. Main Los Angeles Air Force Base, El Segundo:** Water from Los Angeles Air Force Base fire hydrant system is not available for use by the Contractor and for construction. The Contractor may utilize water, if available, from an existing nearby facility or from an available irrigation connection upon approval of the CE Inspector. If neither of these options is available, the Contractor will be allowed to bring in water to be stored on the construction site.

**6.4.6.2. Fort MacArthur, San Pedro:**

At Fort MacArthur the Base fire hydrant system is available for use by the Contractor.

**6.4.7. Repair/Care:** Contractor shall exercise due care to protect existing installations and monuments from damage. During performance of the work, the Contractor shall maintain clean project area(s) daily at his/her expense and at the end of each work day and upon completion of the job. Any damage to the construction site during the project is the responsibility of the Contractor to repair to original condition. This is to include travel paths to the project site. All damaged items are to be replaced with in kind item unless prior approval is obtained from the Contracting Officer (CO).

**6.5. Construction:**

**6.5.1. Material:** Unless otherwise specified or noted on drawings or Scope of Work, all material associated to scope of contract shall be new. All damage during or after delivery, installation, and before final inspection shall be the responsibility of the Contractor, and the Contractor, at no additional cost to the Government, shall replace any damaged materials.

**6.5.2. Demolition:** Contractor may be required to remove or relocate some items not shown on drawings or indicated in the Scope of Work, depending on the equipment manufacturer's specifications and/or recommendations. The cost for such work shall be included in the Contractors Scope.

**6.5.3. Removal of Debris:** The Contractor is responsible for removal from the site of including but not limited to excavated soils, vegetation and all trash/construction debris associated with this project. All trash, debris, and refuse caused by the job shall be removed and disposed off base in compliance with State and Local ordinances and shall be deposited in an approved receptacle or container furnished by the Contractor. The job site shall be cleaned at the end

of each workday. All debris removed from site shall be recorded and disposal tickets provided to the CE Inspector. All debris should be recycled where possible.

- 6.5.4. Underground Utilities:** All utilities that are buried after installation are to be tested to maximum capacity possible in the presence of the CE Inspector before they can be buried. A 24 hour notice is required to be given to the CE Inspector before the test & inspection. In the case of electrical lines (conduit for electrical lines) only inspection of the conduit is necessary. All utility lines are to be laid on 1 foot of clean fill with 1 foot of clean fill covering. Tracer wire is to be taped to the top of non-metallic lines (water, sewer, storm drain, etc) and the proper caution tape is to be placed at least one foot above the line, on top of the top clean fill layer.

## **7. CLOSEOUT PHASE**

- 7.1. Pre-Final Inspection:** Once substantial construction (90%) has been completed and the Contractor has performed his own in-house inspection with the Contractor's subcontractors and remedied all deficiencies, the Contractor shall notify the Contract Administrator five (5) working days in advance requesting a pre-final inspection. Final acceptance testing of components (i.e. electrical, irrigation, etc) shall be required. Contractor shall submit a final acceptance testing plan to be approved by the CE Inspector prior to final acceptance testing.
- 7.2. Final Inspection:** Upon completion of the findings in the pre-final punch list items a final inspection shall be requested. The Contractor must notify the Contract Administrator (CA) requesting a final inspection.
- 7.3. Operations and Maintenance Manuals, and Training:** The contractor shall provide operations and maintenance manuals for all equipment installed under this contract that requires periodic maintenance as per AF Form 66. Training sessions conducted by the appropriate subcontractor shall occur within 30 days of BOD. The Contractor shall be responsible for videotaping the training and provide copies as per AF Form 66. The contractor shall provide notification to the CE

Inspector five (5) working days prior to planned training session.

- 7.4. Equipment/Workmanship Warranty:** The Contractor must provide detailed written documentation of all warranty conditions for the completed job to include all parts, labor, and workmanship (See Attachment 7 for Samples of Contractor and Subcontractor Guarantee – Warranty letters). Description of warranted labor, material, and/or equipment shall include manufacturer name, model and serial numbers. This documentation is to be provided to the Contract Administrator (CA) prior to final invoice. Faulty materials and/or unsatisfactory workmanship occurring during the warranty period shall be corrected and addressed to Contracting Officer (CO) as a warranty call at the Contractor's expense. Warranty period for all work, labor, and materials shall be a minimum of 1 year after issuance of the Beneficial Occupancy Date (BOD).
- 7.5. DD 1354 Transfer and Acceptance of Real Property:** Per UFC-300-08 and the Category Code List (Attachment 8) the Draft (new construction) or Interim (remodel construction and equipment modifications) DD-1354 (Attachment 9) shall be submitted twenty (20) days prior to BOD. The final DD-1354 shall be submitted within thirty (30) days of the BOD.
- 7.6. Construction Record Drawings:** The Contractor shall provide 'red line' hardcopies and AutoCAD files of drawings of any alterations, changes, additions, deletions, deviations, etc to the Issued for Construction (IFC) drawings during construction. The AutoCAD files shall be submitted as both live cad files and clip-bound versions of each of the drawing.
- 7.7. Additional Computer Aided Design Documents:** Contractor shall provide AutoCAD drawings for all custom or fabricated items provided or installed under this contract. Contractor shall provide CAD drawings from the manufacturer, if available.

**(End of Statement of Work)**